LEAVE PLANNER FREQUENTLY ASKED QUESTIONS

Q1. How do I submit a request for leave?

A1. On your timesheet, select the Leave (LV) Planner icon located on the green command bar at the top of the timesheet.
This will bring you to the Leave Planner. The summary of any existing requests is displayed.

1. Push the "New Request" button.
2. Select the leave type.
3. Select day(s) on which leave will be used.
4. Enter a justification for the request.
5. Select an Approver.
6. Push "Submit for Approval" button.

Q2. Is my approver automatically notified when I submit a request?

A2. Yes, WebTADS generates an email message with details regarding the leave request.

Q3. Where do I go for a summary of the leave I have requested?

A3. The Leave Planner is in a calendar format. Depending upon your role and personal settings, the Leave Planner will show you the dates leave has been "requested", "approved", or "saved for later" on a monthly basis.

Q4. I still need to confirm a date; will my approver be notified if I choose to "Save for Later"?

A4. No, "Save for Later" allows you to fill out a request and confirm dates before submitting the request. The approver is notified only when the request is submitted.

Q5. As an approver, how do I see a summary of all leave requests for an organization?

A5. The Leave Planner allows an approver to view leave requests of an organization that have been submitted or approved. This is displayed on a monthly basis. Personal settings allow the approver to select different views of the leave planner. Example: show employee initials vs. show employee full name and show / hide hour type.

Q6. My leave request has not been approved; will this impact my timesheet approval?

A6. No, leave requests are not mandatory for time entry. It is up to the individual approver to decide how to use and enforce the Leave Planner tool. A timesheet containing leave may be approved without an accompanying leave request.

Q7. May I submit a request several pay periods in advance?

A7. Yes, requests may be made up to one year in advance.

Q8. How will I know if my request has been approved?

A8. You will receive an automatic email when your approver has either approved or disapproved your request. Also, the total number of approved hours is visible on the requested day. The status of your request is available at any time via the Leave Planner.

Q9. Will my request automatically be approved after 48 hours?

A9. Yes. Per a memo from the Agency Administrator dated May 16, 2002, your supervisor will be notified via email. "If the supervisor does not respond within 48 hours (2 business days), the leave request will be considered approved."